

GADZOOSDAA STUDENT RESIDENCE HANDBOOK



Gadzoosdaa Student Residence
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Gadzoosdaa Student Residence Handbook

Gadzoosdaa Student Residence was officially opened by

Honourable Piers McDonald,

Minister of Education,

October 4th, 1990.

Gadzoosdaa Student Residence is named in recognition of the many contributions made by Mrs. Virginia Smarch.

Mrs. Virginia Smarch, who in Tlingit, was affectionately known as Gadzoosdaa, She was a distinguished Elder of the Teslin Tlingit Council (Eagle Clan) and the first teacher of the Tlingit language at the Teslin School.

Over the years, Mrs. Smarch gave generously of herself to act as interpreter at meetings and to speak at gatherings of young people.

Above all, Mrs. Smarch was a superb teller of legends, complementing her stories with appropriate lessons and insights for present day conditions and the younger generation.

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Welcome to Gadzoosdaa

The staff would like to welcome you to Gadzoosdaa Student Residence and to the City of Whitehorse for the upcoming school year. You will be living at a residence that is dedicated to the well-being of its students and we hope that your stay will be pleasant and educationally productive.

Gadzoosdaa can be a great place for you to stay while you pursue your high school education. The staff works hard to create a welcoming and supportive environment that provides you with the necessary structure and expectations to help you be successful. To Gadzoosdaa, success means that you achieve a high school education, make good dorm friendships that will carry on into adulthood, and hopefully have fun and gain valuable life experiences along the way! This handbook is for you and your parent(s)/guardian(s). You will find information about aspects of living at the residence, as well as some of the programming and other opportunities available to you during your stay.

Vision

To promote a healthy community of learners that thrive.

Mission

To provide a safe, caring and enriched living experience that inspires each student to realize his/her potential by providing opportunities that foster intellectual, physical, social and emotional competencies needed to lead a fulfilling life.

This mission is achieved by partnering with families, First Nations, schools, Department of Education and community agencies and by encouraging all students to participate in a broad range of activities that develop communication, thinking and leadership skills. Students are expected to take ownership for their actions and to be contributing members of the Gadzoosdaa Community.

Values

In pursuit of our mission, we subscribe to a set of core values. These values serve a guide and are the basis for the choices we make. Gold and silver are physical riches, but core riches are the timeless foundational values upon which we build our lives.

RICHES

Respect – Integrity – Courage – Hard-work – Excellence – Service

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CHAPTER 1

Application Information



STUDENT ACCOMMODATION PROCEDURES

PREAMBLE

Yukon Education provides support to students who are Yukon residents and are required to live away from home to attend a Yukon school. Under the Education Act and the Student Residences and Boarding Programs Regulations, Yukon Education must provide the student with accommodation or a boarding allowance for the student's accommodation.

The **Student Accommodation and Boarding Allowance Policy** provides direction guidelines for determining whether a student is entitled to a boarding allowance or for accommodation at the Gadzoosdaa Student Residence in Whitehorse. The policy is available on Yukon Education's website at <http://www.education.gov.yk.ca/school-policies.html>.

The following procedures replace the procedures set out in the former Student Living Allowance Policy and Gadzoosdaa Student Residence Admissions Policy.

PART ONE

PROCEDURES – STUDENT ACCOMMODATION FEES (GADZOOSDAA STUDENT RESIDENCE)

Yukon Education provides accommodation to Yukon students who are required to live away from home to attend school at the Gadzoosdaa Student Residence. Eligibility criteria for accommodation and priority for admission are set out in the "Student Accommodation and Boarding Allowance Policy".

Fees

When Yukon Education provides accommodation to a student at the Gadzoosdaa Student Residence the student or parent/guardian of the student is required to pay an accommodation fee.

The accommodation fee is \$150.00/month

Non-Yukon students attending the Gadzoosdaa Student Residence are not eligible for a boarding allowance under the "Student Accommodation and Boarding Allowance Policy".

Exceptions:

A \$150.00 accommodation fee may be charged to non-Yukon residents attending school in Whitehorse under formal agreement with Yukon Education – Public Schools.

The parent or guardian of the student residing at the Gadzoosdaa Student Residence is required to complete a **Financial Agreement Form** (available from the Team Leader of Gadzoosdaa Student Residence).

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If the student is a member of a Yukon First Nation, the First Nation may pay the accommodation fee on behalf of the student. This process is managed by the Team Leader of Gadzoosdaa Student Residence and a representative of the First Nation. Sponsorship information is confirmed from First Nation's CELC or ESW and the First Nation's Education Director.

Financial Processing:

A monthly report will be prepared by the Team Leader of Gadzoosdaa Student Residence and submitted to the Area 1 Superintendent and the Accounting Clerk responsible for invoicing Gadzoosdaa after 5 working days at the beginning of each month.

The report shall contain:

- The name of each student residing at the Gadzoosdaa Student Residence
- The name, phone number and address of the parent/guardian of the student
- Sponsor – parent/guardian, First Nation or School District
- The number of days the student is in the residence, 5 days or more

Yukon Education – Finance & Administration sends an invoice to the payee (parent/guardian or First Nation) with a payment due date.

Yukon Education reserves the right to deny admittance of a student to Gadzoosdaa Student Residence when accommodation fees are not paid by the due dates. All fees must be paid in full by June 30th of each year.

LEGISLATIVE AND POLICY REFERENCES

Education Act ss. 6(1) (G); S. 11; s. 14; s. 48.

Student Residences and Boarding Programs Regulations (O.I.C. 1991/073)

Student Accommodation and Boarding Allowance Policy

HISTORY

Student Living Allowance Policy and Gadzoosdaa Student Residence Admissions Policy (both effective November 15, 2005); amended by Student Accommodation and Boarding Allowance Policy, effective August 1, 2013.

Admission Criteria

New students are offered an Acceptance Letter for accommodation on a semester by semester basis. If a student requires accommodation for both semesters, the 2nd semester acceptance will be determined in late December based on the student's fulfillment of the Student Expectations found in this handbook on pages 31 -33.

*Current students attending 80% of their classes and completing 75% of their course work will be offered an Acceptance Letter for the up coming semester.

All applicants will be considered based on the following cascading criteria:

Priority will be given to:

- a. Yukon applicants from outside the Whitehorse Secondary Schools' Catchment Area or from communities where there is no Grade 10, 11, or 12 programs offered. Applicants must be registered as full-time students at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre and be in good standing* at the school attended the previous year and/or semester.
- 2) If space is limited, consideration will be given to:
 - a. Returning student applicants who are registered as full-time students at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre and are in good standing* at both Gadzoosdaa and at the high school attended the previous year and/or semester.
 - b. New student applicants with priority given to Grade 10, then 11, and then 12 and who are registered as full-time students at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre, and are in good standing at school attended the previous year and/or semester.
- 3) Students from outside the catchment area who are eligible and registered as full-time students in one of the shared programs at Wood Street Centre or the Sports School at F.H. Collins Secondary. Students from rural Yukon communities with senior secondary programs are eligible for residence admission only for the duration of the program in which they are registered.

*Good Standing refers to good attendance of 80% or better at school, 75% or better completion of coursework and has demonstrated respect for Gadzoosdaa Expectations.

*Students must be 18 years + 8 months or younger on September 1st of the school year. Students who are older, may make a special application to the Team Leader of Gadzoosdaa. Older students that are accepted will have additional expectations.

* Students registered at the Individual Learning Centre or Youth Achievement Centre are not eligible to stay at Gadzoosdaa Student Residence.

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Late Registrations

- 1) For applicants applying after the May 1st deadline and if space is not available, the Team Leader of Gadzoosdaa will compile an eligibility list based on the previous admission criteria.
 - Applications for first semester will be reviewed September 1st.
 - Applications for second semester will be reviewed December 1st.
- 2) Late applicants will not displace students already at the residence and enrolled in a Whitehorse Secondary Program and residing at the student residence.

Guidelines and Procedures

- 1) Applicants to Gadzoosdaa must be full-time students entering Grades 10, 11, or 12 at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre. Students registered at **ILC** or **YAC** are not eligible to stay at Gadzoosdaa.
- 2) Applicants must be Yukon residents who reside outside the Whitehorse Secondary School Catchment Area.
- 3) At least one parent or legal guardian must continue to be a Yukon resident and reside outside the Whitehorse Secondary School Catchment Area.
- 4) Students with a parent or legal guardian residing within the Whitehorse Secondary School Catchment Area are not eligible for admission to Gadzoosdaa.
- 5) Applicants must be eighteen years old + 8 months or younger on September 1st of the school year.
- 6) Atlin applicants will be considered using the same criteria as above if space is available.
- 7) All applicants must agree to comply with the regulations, procedures and expectations outlined in the Gadzoosdaa Student Residence Handbook and with a parent/guardian present take part in an intake meeting.

Important Deadlines/Submissions

- 1) New applications for admission to Gadzoosdaa will be accepted after Spring Break until May 1st of each year. Students who are presently residing at Gadzoosdaa **must** also reapply for admission by May 1st of each year.
- 2) Applications can be picked up at Gadzoosdaa Student Residence or printed off online from <http://gsr.yukonschools.ca>.

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- 3) Principals of rural schools must provide written notification to the Team Leader of Gadzoosdaa by April 15th of each year regarding students who are eligible for admittance and who have expressed interest in a Whitehorse Secondary School Program for the upcoming school year.
- 4) The Team Leader of Gadzoosdaa will inform the students on the eligibility list and their parent(s)/guardian(s) by June 10th each year regarding acceptance into the residence ensuring registration at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre is completed.

Damage Deposit

A refundable Damage Deposit of \$150 is required **with** the receipt of your application. Checks are to be made payable to [Gadzoosdaa Student Residence](#). Specify on the check that it is for [Gadzoosdaa Student Residence Damage Deposit and your student's name](#). Damages determined to be the financial responsibility of the student will be paid from this deposit. Any funds remaining will be returned at the end of the student's stay at Gadzoosdaa. If a student is not accepted into Gadzoosdaa, the Damage Deposit will be returned immediately.

Financial Responsibility

The present monthly accommodation fees for Yukon Students are set at \$420.00 and are to be paid in full the last day of each month. Yukon students are entitled to a subsidy set at \$270.00 per month, which is applied towards the monthly fees. The actual cost to the parent(s)/guardian(s) or First Nations is \$150.00 per month. The subsidy is paid provided that the student attends school or is at a school sponsored activity on those days when school is officially in session or has been officially excused by the school administration from attending.

The Department of Education will invoice parent(s)/guardian(s) or Yukon First Nations at the end of each month. Please **do not submit a payment until you have an invoice number**. Ensure you have the invoice number for which you are paying clearly indicated with/on your payment. Checks are to be made payable to the [Territorial Treasurer](#). Specify on the check that it is for [Gadzoosdaa Student Residence Accommodation Fees](#). Fees can be paid in person at Government of Yukon Main Building or mailed to:

Department of Finance
Government of Yukon
P.O. Box 2703
Accounts Receivable – Main Building
Whitehorse, Yukon
Y1A 2C6

*Please note - Gadzoosdaa Student Residence does not collect the accommodation fees.

CHAPTER 2

Life at Gadzoosdaa

Communal Living

Staff are aware that transitioning from Grade 9 in the communities to Grade 10 in Whitehorse can be challenging personally, academically and socially. Staff are also aware that being away from your family and your home community for extended periods of time can be lonely and stressful, adding to the challenges of high school.

The Gadzoosdaa staff strives to create a 'home away from home' atmosphere. However, there are some major differences between a family home and a communal living situation. Gadzoosdaa houses up to 38 students from diverse backgrounds and from homes with varying expectations for curfew, school attendance, etc. In order to manage the number of student residents with a relatively small staff, there must be structure and a set of consistent guidelines for many aspects of dorm life. Therefore, Gadzoosdaa has specific meal times, study hours, bus runs, sign out procedures and curfews. We are unable to cater to individual requests at all times. In the shared spaces of Gadzoosdaa, as in other communal living environments (college dorms, hostels, hotels, apartments, etc.), students need to be respectful of others. Loud music, inappropriate language and rude behaviour is not acceptable.

For some students the Gadzoosdaa expectations/guidelines may seem strict, while for others they may find that they have more freedom than they are used to. For most students, Gadzoosdaa is a great living option while attending high school. Staff do their best to be respectful and inclusive, and to provide an environment that is comfortable and conducive to obtaining a high school education.

Food Service

Meal Times

You should attend all meals unless you are signed out, sick, or you have a pre-arrangement with staff. Meals will only be saved for students with valid reasons.

You are expected to dress appropriately which includes wearing footwear and shirts for all meals.

After the meal, you are asked to clean up after yourself, place dirty dishes/cutlery in the appropriate bins and put garbage and compostable items in their specific receptacles.

All students are assigned kitchen duty on a weekly basis.

Bag Lunches

Most students return to Gadzoosdaa for a hot lunch. Students involved with lunch time sports, clubs and other activities may choose not to return to Gadzoosdaa for lunch. Students can prepare a bag lunch after supper the night before or during breakfast in the morning of the day they require the bag lunch.

Food and Drinks Outside the Cafeteria

Coffee mugs, glasses and snacks can be taken to students' rooms as long as all dishes are returned to the kitchen before the next meal and rooms remain free of litter caused by snacks.

Guests Meals

Family from out of town have a standing invitation and are encouraged to stop in for a meal or coffee anytime. The more parents/guardians that stop into Gadzoosdaa the better it is for all. Other meal time guests are asked to pay \$5.00/meal. It is always a good idea to let the cooks know in advance if you are planning on bringing a friend over for lunch or supper.

Your Room

Most of you will be sharing a double room with a roommate that you may or may not know. You will be supplied with a bed, desk, lamp and closet. In addition, you are given sheets, pillowcases and blankets. It is recommended for sanitary reasons that you bring your own pillow. If you prefer, you may bring personal bedding from home (please mark personal bedding with your name).

When you move into your room, you are required to complete a Gadzoosdaa Residence Room Checklist. Any damages will be recorded and repairs (if necessary) will be done. Rooms are the responsibility of the students residing in them. If damage occurs after moving in, it must be reported immediately, and staff will be determined if a student is financially responsible for the damage. If damages are not reported immediately, students residing in that room will be held responsible for the cost of the repairs

All rooms have a keypad door lock. You will be given a door code when you arrive. **Do not** give your door code to other students.

Rooms are the responsibility of the students residing in them and there are some guidelines:

- Please do not tamper with light fixtures or smoke detectors.
- For safety reasons, please ensure that nothing is behind doors or blocking easy access to the window– fire regulations.
- Because the ceilings are textured, please do not attach anything to them.
- Due to heat circulation and fire/safety regulations, please do not rearrange beds or furniture in your bedroom without asking staff first.
- Please ensure that your floors are clear of all clothes, books, papers, garbage, etc. and your bedroom is kept tidy. A thorough bedroom clean up is scheduled each week for Wednesday and/or Thursday.
- **Staff do not clean your bedrooms, you do.**
- Storage space in your bedroom is limited. Please do not bring more belongings than you need.

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SCHOOL DAY ROUTINE	
7:30 AM - 7:45 AM	Wake-Up Gadzoosdaa Staff will wake you up once only. If you prefer different time, please use your own alarm.
7:00 AM - 8:15 AM	Breakfast The kitchen grill is turned off at 8:15 AM. A cold breakfast is available after this time.
8:00 AM - 8:25 AM	Get Ready for Your Day
8:40 AM	School Classes Start
11:35 AM - 12:25 PM	Lunchtime for F.H. Collins
12:13 - 1:00 PM	Lunchtime for Vanier
3:10 PM	School Day Ends for F.H. Collins
3:12 PM	School Day Ends for Vanier
After School	Check-In with Staff
4:15 PM - 5:15 PM	Study Hour Gadzoosdaa will provide a quiet environment for studying. A student can choose to study in the Dining Hall or in his/her bedroom with the bedroom door open.
5:30 PM - 6:00 PM	Supper All students eat supper in the Dining Hall at the scheduled time. Please do not be late, supper will not be served after 6:00 PM Meals will only be saved for valid reasons (jobs, appts., sports, etc.)
6:00 PM - 10:00 PM	Free Time / Gadzoosdaa Programming
After 8:30 PM - 9:45 PM	Evening Snack (The time snack is put out varies depending on evening activities.)
10:00 PM	Curfew All students are to be back at Gadzoosdaa.
10:30 PM	Get Ready for Bed All students need to be in their own bedrooms.
11:00 PM	Lights Out / Quiet Time

Weekly Responsibilities

Every day of the week

- Keep your bedroom tidy and your belongings are off the floor.
- Ensure dishes are all returned to the kitchen.
- Tidy up after yourself.
- Let staff know where you are going and when you expect be back.

Monday to Friday

- Make it to all your classes and be on time.

Monday to Thursday

- 4:15-5:15 – Attend Scheduled Study

Tuesdays

- 3:30 PM – **Attend Mandatory House Meeting**

Wednesday/Thursday

- Major Room Clean-up
- Bedroom must be clean for the weekend.

Thursday

- Complete weekend sign-out sheets before 9:00 PM.
 - (or before 9:00 PM on the night before a long weekend)

Weekends

Students staying at Gadzoosdaa spend over 200 days a year away from home in order to attend school in Whitehorse. The expectation is for students to return to their home communities on weekends, when possible, to reconnect with family and friends.

- Transportation is provided every weekend to Teslin, Carcross and Tagish by their community First Nations. Unless alternate plans are made by the parent, students from these areas will return to their home community every weekend using the provided transportation. Parents must notify Gadzoosdaa Student Residence in advance if the student is not using the provided transportation or alternate weekend arrangements have been made. All alternate weekend plans are to be in place on Thursday night (or the night before leaving if it is a long weekend).
- Parents of students living within 200 km of Whitehorse are expected to arrange transportation home for their student on weekends. Parents must notify Gadzoosdaa Student Residence in advance if someone other than themselves will be transporting their student home or if alternate weekend arrangements have been made. All alternate weekend plans are to be in place on Thursday night (or the night before leaving if it is a long weekend).
- It is not expected of students from all other further communities to return home on weekends. Alternate weekend arrangements may be made for these students to sign out with family and friends in Whitehorse. Gadzoosdaa will give parents of these students

notice of upcoming long weekends so that arrangements can be made for their student to return home, if possible.

- Exceptions to remain at Gadzoosdaa on a weekend may be made if the student is participating in a planned Gadzoosdaa weekend activity, an extra-curricular school or community activity or if the student has employment and is scheduled to work.

All alternate weekend plans are to be in place on Thursday night (or the night before leaving if it is a long weekend).

Procedures and Responsibilities for Sign-Out and Alternate Weekend Arrangements

- 1) Parents/Guardians must:
 - a. Complete the Sign-Out Permission Form in the Gadzoosdaa Student Residence Application Package.
 - b. Ensure that those granted authority to sign-out your child be a responsible adult, 19 years of age or older.
 - c. Inform Gadzoosdaa in writing, text or email of alternate weekend plans are to be in place on Thursday night (or the night before leaving if it is a long weekend).
 - d.
- 2) Students wishing to leave overnight must:
 - a. Complete the Sign-Out Sheet in the office.
 - b. Provide the name of the adult (19 years of age or older) responsible for you while you are away from Gadzoosdaa.
 - c. A phone number and/or the address of the location you will be staying overnight must be provided.
 - d. Specify the date and time of your return.
 - e. The adult that is assuming responsibility for you overnight/weekend **must** come to Gadzoosdaa and sign you out in person. For safety reasons, Gadzoosdaa staff will not accept a sign-out over the phone.

*Parents/guardians must give permission for signing-out on school nights. It is the responsibility of the parents/guardians to ensure that their child completes his/her homework, arrives on time to school and attends classes when he/she is signed-out.

- a. It is the parents'/guardians' responsibility to notify the school if a student is going to be away from school while signed-out.

Note – Gadzoosdaa staff will only give permission to sign-out with those individuals your parents/guardians have authorized on the Sign-Out Permission Form.

Gadzoosdaa Staff will not allow sign-outs after 11 pm.

Gadzoosdaa staff are not responsible for dropping you off or picking you up from your sign-out.

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Visitors/Guests

Students are welcome to invite family and friends to visit at Gadzoosdaa. It is important that students take the time to introduce their guests to the staff. Staff want to meet the students' family and friends and they also want to know when guests are in the residence.

The boys' wing and the girls' wing are considered private spaces and are for student residents only. Family may head down into their child's wing to see their child's room with permission from staff, but longer visits should be out in the common areas. Friends are only allowed in the common areas.

Phones

Many students have their own cell phone. Students are asked to share their cell number with staff. The staff also has a cell phone that students can text to (1-867-332-7059). This number is for student and staff or parent/guardian and staff **text** communication only.

The students have access to two land line phones for free local calls or long-distance calls using a calling card. The phones are in students' wings.

- Boys' Phone Number – 667-8067 ext: 113
- Girls' Phone Number – 667-8067 ext: 114

Laundry

Laundry facilities are available in both the boys' and girls' wings. All students share the machines and share the time equally.

Laundry rooms are available from 7:00AM to 10:00PM.

- Please do not leave your laundry unattended. Gadzoosdaa is not responsible for damaged or missing articles.

Gadzoosdaa **does not** provide laundry products.

- Please do not bring liquid laundry products. Spilled laundry products may stain the carpets and you could be held responsible for replacing them. Laundry pods/powder and dryer sheets are fine.

TV Lounges

- Gadzoosdaa provides three televisions with cable hookup for your entertainment. All televisions are connected to cable and equipped with a VCR/DVD.
- Adult and 'R' rated entertainment is not permitted.
- Common TV Lounge is closed during the school day.
- Use of televisions during the school day is not permitted.
- Students can video game on the televisions in the boys' and girls' wing. Students are responsible for the care of their video gaming equipment and games.

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Computers

Computers with internet access are supplied for your use and enjoyment. Students working on school projects and assignments get priority on the computers.

Students are not allowed to play online games using a Gadzoosdaa internet connection.

Wi-Fi

Limited access is available in common areas of Gadzoosdaa.

Wi-Fi is available from 7:00 AM – 10:00 PM.

Library

Gadzoosdaa provides many pocket books, reference books, newspapers and current magazines for student use and enjoyment. Reference books are kept in the main common room and should be returned after use. Gadzoosdaa also allows students to set aside reading materials at local stores. If the material is affordable and acceptable, Gadzoosdaa will purchase it and add it to the library.

Extra Cash/Valuables

Any large amounts of cash or valuables should be given to the supervisor for short-term safe keeping. All students are responsible for their own personal possessions and keeping doors locked. Limiting access to your room and keeping valuables out of sight will help to prevent the loss of property.



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Prescription Drugs

All prescription medication that could be abused or could harm another student must to be kept in the office for safe keeping. You are responsible to take any prescription drugs as prescribed.

Medical Supplies

To help alleviate any minor ailments, Gadzoosdaa provides a variety of over-the-counter painkillers, Band-Aids, cough medicines and decongestants.

Procedure During Sick Days

It is unavoidable that some students will get sick while they are staying at Gadzoosdaa.

- If you are too sick to go to school, you need to tell Gadzoosdaa Staff right away. A doctor appointment will be made if necessary. Your school will be called to have you excused.
- You are to stay in your room to make every attempt to prevent the spread illness. (Depending on the nature of the illness, you may or may not be allowed to circulate in your wing, the telephone being the boundary. This will be determined by Gadzoosdaa Staff.)
- Stay out of the dining room and common areas unless you have permission from staff to be there. Depending on the nature of your illness, Gadzoosdaa Staff will decide if you will eat your meals in the dining room. If you are determined too sick to come to the dining room, staff will bring your meals to your room.
- On any day you miss classes due to illness, you will be restricted to your wing after school and evening, so you can fully recuperate and catch up on missed school work.
- If you are not getting better or getting worse, staff will contact your parents or guardians.
- If you are frequently sick, staff may contact your parents or guardians.



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Transportation

Gadzoosdaa has a 16-passenger bus that runs on a regular schedule. Unless you are walking, you should schedule your activities around the Gadzoosdaa Bus schedule or use the City of Whitehorse Transit

Bus schedules for the City of Whitehorse Transit system are available.

Gadzoosdaa Staff will not give you a ride if it is feasible for you to use our bus schedule or use the City of Whitehorse Transit.

If you are involved in weekend activities that are not a part of Gadzoosdaa programming or your school, you must make your own arrangements for transportation to and from them.



Scheduled Study Time – Monday-Thursday 4:15-5:15 PM

Academic success is a central theme of Gadzoosdaa. Students are expected to attend and participate in the scheduled study time. Gadzoosdaa will provide an atmosphere that will allow students to complete their homework. Televisions will be turned off and if students would like to listen to music while studying, they must use their own personal headphones. During this time, students are to be working on homework or pleasure reading. Students can work in the dining room where staff is accessible for tutoring, or in their own rooms with staff permission. Doors to students' rooms are to be left open so that staff can supervise the study time. Students with an academic average of 60% with no failing grades after the first month will be allowed to schedule their own study times. These students will also have the privilege to view television in the common TV lounge during this time.



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Extra Curricular Activities

The best way to make friends and become comfortable at Gadzoosdaa is to take part in the planned activities that take place at Gadzoosdaa. Even if you don't think that you are interested in a certain type of activity, give it a try and you might find that it is fun! Learn to ski or snowboard, play some dorm BINGO, go for a skate at the dorm outdoor skating rink, etc... If you have a suggestion for a dorm activity, let us know and we will see if we can make it happen!

All students should take advantage of the numerous cultural events, sports and programs that are offered by the schools, the City of Whitehorse and the many community clubs.



Student Employment

Gadzoosdaa supports you having a job during the school year. Because school is the reason for residing at Gadzoosdaa, the following are conditions that apply to having a job:

- 1) You have permission from your parents/guardians.
- 2) You are passing all your classes at school.
- 3) Your school attendance and punctuality are acceptable.
- 4) You make up for study time if your work hours conflict with the Gadzoosdaa's Scheduled Study Time.
- 5) Your work hours do not conflict with Gadzoosdaa's night time curfews.
- 6) You provide Gadzoosdaa with your work schedule.
- 7) You must arrange your own transportation to and from work.

Gadzoosdaa Field Trips

Gadzoosdaa field trips have been developed to provide you with a challenging and educational experience. Trips themes include taking part in cultural activities, exploring nature and participating in physical challenges.

Participation in field trips is open to all students at Gadzoosdaa on an 'earned basis'. This is based on attitude, behaviour and a willingness to get involved in trip planning, preparation and fundraising.

Field trips experiences are often the highlight of the school year for many students as they become immortalized in humorous stories and anecdotes.

Emergency Procedures

Exits and Fire Exits

All students are required to use the main doors to enter and exit the building. All other exits are fire exits and are **programmed to set off an alarm when opened**. These exits are in each of the wings and are to be used only during an emergency.

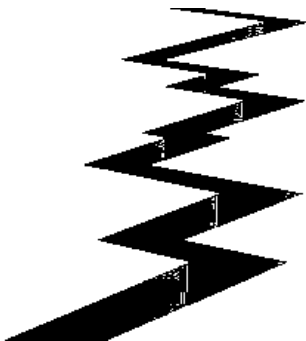
Evacuation Procedure

- If you hear the fire alarm, leave the building immediately by the nearest exit.
- Once outside, go to the parking area near the Gadzoosdaa skating rink.
- Wait in this area for Gadzoosdaa Staff to take attendance and to give you directions.
- If you know someone is still in the building, tell Gadzoosdaa Staff immediately.
- Listen and obey all instructions given by Gadzoosdaa Staff.



Fire, Earthquake and Lockdown Drills

Gadzoosdaa Staff will run unexpected fire alarms, earthquake and lockdown procedure practices. You are expected to participate.



CHAPTER 3

Expectations and Consequences

Student Expectations / Code of Conduct

To help ensure a positive experience at Gadzoosdaa there are three categories of expectations: **Academic Success, Belonging to the Gadzoosdaa Community, and Health and Safety of Self and Others.**

Academic Success

A desire to get a high school education is the basis for living at Gadzoosdaa. Gadzoosdaa staff want all students to be successful in their academic pursuits. Studies show that attendance is the number one factor in academic success. If you are having difficulty with a certain class/classmate/teacher, please share this with Gadzoosdaa staff – do not simply skip the class.

Expectations are:

- 1) Attend and be on time to all classes.
- 2) Be prepared for classes.
 - a. Bring required materials to classes
 - b. Do homework, assignments and projects
 - c. Prepare for quizzes/tests and other assessments.
- 3) Attend Study Hour – Monday thru Thursday, 4:15-5:15 PM
Students with an academic average of 60% with no failing grades after the first month will be allowed to schedule their own study times. These students will also have the privilege to view television in the common TV lounge during this time.

Belonging to the Gadzoosdaa Community

Gadzoosdaa promotes and fosters positive relationships through respect and inclusion. As with all families, members of the Gadzoosdaa Community (students and staff) have rights and responsibilities. Each member has the right to feel safe, respected and cared for. With these rights in mind, the expectations are:

- 1) Accept everyone for who he/she is and respect the privacy/space of others.
- 2) Refrain from going in areas that are out-of-bounds (the wings of the opposite gender, the furnace room, the staff offices, and other areas that the staff deem out-of-bounds).
- 3) Clean up after yourself (for example – return dishes to the bins in the dining room when you are finished eating).
- 4) Eat supper in the dining room.
- 5) Keep sound (music, video gaming, etc.) at a reasonable volume.

- 6) Abstain from smoking or vaping inside Gadzoosdaa. There is a designated area outside for students and staff.
- 7) Communicate your plans to staff. We do not need to know your every movement, but we ask that you check in with us when you are heading out somewhere. We need to know this in case someone from your family calls us and asks where you are.
- 8) Communicate your concerns with staff. If you are having problems with school, bullying, medical issues, etc. the staff want to help.
- 9) Report all damage to Gadzoosdaa property. Students are responsible for all damages done intentionally or caused by carelessness.
- 10) Respect staff, each other, and yourself.

Definition of Bullying

Bullying is any repeated verbal, physical, social or psychological behaviour that causes hurt, fear or anxiety in another person. It may be deliberate or a result of thoughtlessness. It may be a physical attack on a person, a group or their property. It may be verbal teasing or insulting. It may be indirect, such as spreading rumours, excluding people from groups or manipulation of others to mistreat another person.

Cyberbullying refers to bullying through information and communication technologies.

Central to both bullying and harassment is the inappropriate use of power, which deprives others of their rights.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment, including that based on sex, race, disability, homosexuality or transgender.

Typically, students suffering bullying feel distressed, hurt, frightened, disturbed, embarrassed, stressed, pained and upset.

Bullying of any form can have long term effects on those involved, including bystanders.

Health and Safety of Self and Others

Student safety at Gadzoosdaa is our priority. Because safety is so important, there are several non-negotiable expectations that must be agreed to and followed.

The Health and Safety Expectations are:

- 1) Comply with the sign out procedures when you will be away from Gadzoosdaa overnight. Gadzoosdaa has a legal obligation to ensure that sign outs are done properly. Plan your sign outs well, follow the procedures, and staff will be happy to help make them happen. Gadzoosdaa takes all unauthorized leaves from the residence very seriously.
- 2) Abstain from the use of illegal drugs and alcohol at Gadzoosdaa. Possession and use of drugs/alcohol by a minor is illegal.
- 3) Abstain from the use of vapes at Gadzoosdaa. Vaporize will be confiscated if used on property.
- 4) Be in by curfew – 10:00PM on school nights and midnight on non-school nights. If for some unforeseen reason you are going to be late for curfew, be considerate and phone Gadzoosdaa staff prior to curfew time. If you arrive after curfew, go to the front door and ring the doorbell for a Gadzoosdaa staff to let you in.
- 5) Ensure that your bedroom smoke detector and bedroom door are free from obstruction.
- 6) Follow the requests/directions of the staff.
- 7) Restrict use of video cameras in the residence. The Department of Education has policies regarding the videotaping and recording of students and staff.
- 8) Gadzoosdaa staff have taken training in regards to threat making and risk assessment. We will respond to all serious threat making or high risk behaviors towards others or self. This includes but not limited to:
 - Disrespectful, abusive and bullying behaviors
 - Possession of a weapon (this includes all types of knives)



Consequences/Restorative Processes

Gadzoosdaa is semi-independent living for students. As the students at Gadzoosdaa enjoy much freedom, it is important that there be a high level of trust between staff and students.

For example, staff must be able to trust students to:

1. abstain from the use of drugs/alcohol while staying at the residence
2. return to the residence before curfew
3. not sneak out a window during the night

In the unfortunate event that a student engages in an action that is unsafe, disrespectful and/or bullying and thus damages the trust relationship with staff, the student will be expected to participate in a restorative process.

Gadzoosdaa wants students to be successful. Learning from mistakes, taking ownership, and repairing the harm are essential to growth and restoration. Because of this belief, Gadzoosdaa is committed to restorative processes in which together the student, parents/guardians, staff, student advocates and community representatives decide upon consequences of a particular action. Our preference is to use a restorative approach. The participants may vary in each restorative process depending upon the availability of the participants and the circumstance. Key to restorative processes is that all parties take ownership for their roles and have a willingness to work towards a positive outcome for the student and for Gadzoosdaa. Examples of consequences may include: community service, natural/logical consequences, interventions (drug/alcohol education and/or counselling), volunteering at different community organizations, groundings, creating an educational poster, timelines for task completion, and other creative options.



Breaches of Health and Safety Expectations

Immediate Response to an Unauthorized Absence

- 1) Staff will attempt to determine your whereabouts by speaking to other students, staff and possibly adults listed on your sign-out list.
- 2) Staff will notify your parents/guardians that you are missing. They will also ask parents/guardians to share where they think you might be
- 3) Staff may notify the RCMP.
- 4) Staff may conduct a one-time limited search if possible.

First Unauthorized Absence

Upon your return to Gadzoosdaa, your parents/guardians will be notified of your return. You will be grounded until you meet with the Gadzoosdaa Team Leader to discuss the circumstances of your unauthorized leave. Depending upon the circumstances (length of time missing, nature of your activity while missing, safety concerns, level of potential risk, etc.) your consequences can range from a restorative process and multi-day grounding to a suspension for three to five days, to an expulsion for the remainder of the semester or the remainder of the school year.

Subsequent Unauthorized Absence(s)

A second unauthorized absence from Gadzoosdaa will result in one of two scenarios.

Scenario One – if your first incident resulted in a restorative process and multi-day grounding, consequences will range from a three to five-day suspension or an expulsion for the remainder of the semester or the remainder of the school year.

Scenario Two – if your first incident resulted in a suspension, your consequence will be an expulsion for the remainder of the semester or the remainder of the year.

A third unauthorized absence from Gadzoosdaa will result in an expulsion for the remainder of the school year. As well, the possibility of living at Gadzoosdaa in the future may be jeopardized.

Student Possession or Use of Alcohol / Illegal Drugs

Gadzoosdaa is a drug/alcohol free residence. A student choosing to participate in drug/alcohol related activities, while residing at Gadzoosdaa, will expect immediate consequences. A student may be suspected if he/she shows signs and/or symptoms of drug/alcohol use, such as smelling of marijuana, exhibiting erratic or impaired behaviour, and having dilated, red or glossy eyes.

If staff suspect a student of drug/alcohol related activities, staff may search a student's room.

- 1) If drugs/drug paraphernalia/alcohol are found, they will be photographed and then disposed of.
- 2) Parents/guardians will be notified, and the student will be subject to consequences. These consequences range from a restorative process to a multi-day suspension to an expulsion.
- 3) Depending upon the findings, the RCMP may be contacted.

Suspension from Gadzoosdaa

A student may be suspended for a breach of duties and responsibilities/expectations specified in the Gadzoosdaa Student Residence Handbook.

A student who has been suspended is not allowed back in Gadzoosdaa or on Gadzoosdaa property for the duration of his/her suspension. It is the responsibility of the student and his/her parent(s)/guardians(s) to arrange for alternative housing for the duration of the suspension.

A joint meeting between the parent(s)/guardian(s), the student, and a staff will be held before the student will be readmitted to the residence. This meeting may be in person or it may be done over a conference call.

Suspension from School

A student suspended from school will also be suspended from Gadzoosdaa. Once the student has been reinstated at the school, he/she will be welcome to return to Gadzoosdaa. It is the responsibility of the student and his/her parent(s)/guardians(s) to arrange for alternative housing for the duration of the school suspension.

CHAPTER 4

Academic Success and Supports

GRADUATION REQUIREMENTS

Grade Ten - Required

Language Arts 10 (2 – 2 credit courses)

Math 10 (4 credits)

Science 10 (4 credits)

Social Studies 10 (4 credits)

Grades Eleven & Twelve - Required Courses

Language Arts 11 & 12 (2 – 4 credit courses)

1 Math 11 or 12 (4 credits)

1 Science 11 or 12 (4 credits)

1 Social Studies 11 or 12 (4 credits)

1 Fine Art or Applied Skills Course (4 credits)

Career Life Education (4 credits)

Career Life Connections (4 credits)

7 Elective Courses (28 credits)

4 courses must be at the Grade Twelve level

Language Arts

Composition 10-12, Creative Writing 10-12, Literary Studies 10-12, New Media 10-12, Spoken Language 10-12, English Studies 12 (courses are also offered in English First Peoples)

Math

Workplace Mathematics 10-12, Foundations of Mathematics & Pre-calculus 10, Foundations of Mathematics 11-12 & Pre-calculus 11-12

Science

Science 10, Anatomy and Physiology 12, Chemistry 11 & 12, Earth Sciences 11, Environmental Science 11 & 12, Geology 12, Life Sciences 11, Physics 11 & 12,

20 CREDIT ADULT GRADUATION REQUIREMENTS

English 12	(4 credits)
Math 11, Pre-Calculus 11, Foundations 11 or Apprenticeship & Workplace 11	(4 credits)
Grade 12 Ministry Approved Courses	(12 Credits)

3 COURSES MUST START AFTER YOUR 18TH BIRTHDAY

Semester System and Credits

F.H. Collins Secondary School, Vanier Catholic Secondary School and Wood Street Centre operate on a semester system. The school year is divided into two equal semesters. The first semester runs from September through late January and the second semester runs from late January through June.

There are four courses a semester for a total of eight courses a school year. Except for a few courses, each successfully completed course is allotted 4 credits. Students may also earn External Credits. These are credits granted to students for courses completed outside the school system or they are granted to students in recognition of specific accomplishments, for example – participation in North American Indigenous Games is worth 4 credits at the Grade 11 level.

Additional Academic Programming

Gadzoosdaa offers high school credit courses from time to time, depending on interests. If you are interested in taking Gadzoosdaa courses, please speak with a staff. These courses are outside the timetable and students are still required to take a full course load at their respective school during the school day.

Attendance Reports

Upon parent request, the school will send out weekly attendance reports by email or by post.

Gadzoosdaa Student Residence Handbook

Progress Reports from the School

There are four required reporting periods during the school year, two each semester. Typically report cards are mailed out late October, late January, mid April and June.

There is one Student/Parent/Teacher Interview day in each semester, typically in October and March.

Parent's are encouraged to contact the school to review their child's progress throughout the school year.

Education Support Workers / Community Education Liaison Coordinators

ESWs and CELCs play a vital role in their students' success at school. They support students' academic success, monitor attendance and academic progress, arrange tutoring, and organize extra-curricular activities/events.

Vuntut Gwich'in First Nation, Teslin Tlingit Council and Carcross Tagish First Nation have offices for their ESW/CELs' located at F.H. Collins. Their office areas provide a welcome space for students and their parents/guardians.

Ross River Dena Council office for their ESW/CELs' is in Ross River.

Other Education Opportunities

Encounters with Canada – Gadzoosdaa has been granted a spot for one student.

Forum for Young Canadians

Duke of Edinburgh Awards

Air Brakes

Learner's Licence

